[Memo](http://alexklein.wikispaces.com/Memo)



**Important Memorandum:**

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| **To:** | Current or Future Students |
| **From:** | Alex Klein-Conrad  Class President |
| **Date:** | 1/31/2012 |
| **Re:** | Successful Students |

Success as a student is of the utmost importance when it comes to achieving an education. Many students not only have schooling; but also must balance: jobs, family and maintaining something of a social life. Therefore, learning to develop strategies to combat the rigors of daily life and schooling is of the utmost importance. Through using time wisely, attending class, and just taking one’s time; any student may become a successful student.  
  
Multitasking is the most important skill a student can obtain. Learning how to manage class, studying, jobs, and everything else daily life has in store; is crucial. Like any other habit, multitasking must be practiced and honed and will take time to come into its full potential. Once mastered, the benefits of this skill are endless. Knowing how to maintain composure with deadlines, due dates, tests, and projects are skills not only needed by students, but will help even throughout your life and career.  
  
These skills work great under normal circumstances, but what happens when the student does not go to class? Attendance is vital as a student; without it, basic information is lost. Being on time and attentive during class allows the student to become open minded and understanding of all things within that given class period. Assignments will become easier and the students will take responsibility for items they miss or do not understand.  
  
Even with doing the necessary work and requirements, students may still be unsuccessful. It is the student who works slowly and takes their time with projects or assignments that will succeed. Assignments that are turned in on time and look well-ordered will gain a student much more leverage than anything turned in rushed or late. Taking pride in their education is a feature that many successful students possess and they realize that their education and work will pay off.  
  
With these skills and knowledge each student has the chance to succeed, with perseverance and hard work anyone can become a successful student.

Excellent memo

Great information

Use a Word Document created outside the Wiki and then upload that document into the Wiki. That way, your document will be available to everyone in your group and it will be easy to edit and proofread.